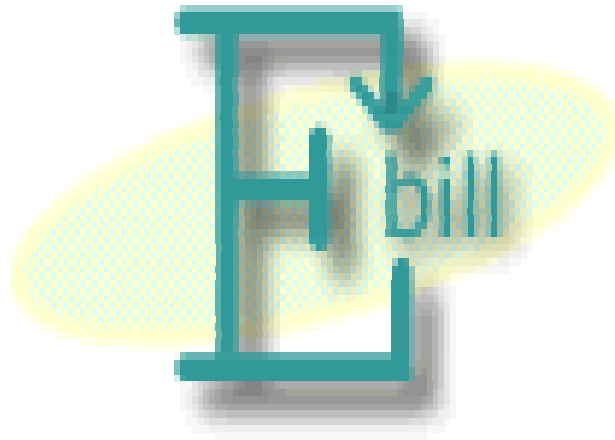


Committee for Public Counsel Services

E-Bill User Manual



Please Print This Manual

Table of Contents

Section 1 - <u>Welcome</u>	1
Section 2 - <u>E-Bill Log In</u>	4
Section 3 - <u>E-Bill Notices</u>	6
Section 4 - <u>E-Bill Main Menu</u>	8
Section 5 - <u>E-Bill NAC Overview</u>	11
Section 6 - <u>E-Bill NAC Billing Information</u>	13
Section 7 - <u>E-Bill Time Entry</u>	18
Section 8 - <u>E-Bill Mileage</u>	22
Section 9 - <u>E-Bill Voucher Overview</u>	24
Section 10 - <u>E-Bill Associate Voucher</u>	26
Section 11 - <u>E-Bill Paralegal Voucher</u>	29
Section 12 - <u>E-Bill Miscellaneous Voucher</u>	32
Section 13 - <u>E-Bill Criminal/Delinquency Disposition</u>	35
Section 14 - <u>E-Bill Appeals Disposition</u>	37
Section 15 - <u>E-Bill Mental Health Disposition</u>	38
Section 16 - <u>E-Bill Children and Family Law Disposition</u>	40
Section 17 - <u>E-Bill Client Contact</u>	42

Section 1 - Welcome

Welcome to E-Bill

E-Bill is a web based billing program for legal service bills and out-of-pocket expenses related to assigned cases. To use E-Bill you must have access to a computer with a web connection and an Internet Service Provider. The World Wide Web (web) address is <https://www.cpcsebill.com/>. Notice the “s” after the “http” in the Web address, you will need to type this in manually; the “s” lets the Web browser know that the site to which you are navigating is secure. E-Bill is a secure site. There are many safeguards in place to protect both your connection to our server, and any data being transferred across the Web.

There are a number of ways to connect to the web, some of them are:

- **Standard 56k modem** – This modem is standard in most new computers and connects to the web using a telephone line. The advantage to using the standard 56K modem is its low cost. The disadvantages are connection speed and the use of a telephone line. When connected to the web you cannot use the telephone line for any other purpose. 56K modem connections run slower than Digital Subscriber Lines or Cable Modems.
- **Digital Subscriber Line (DSL) modem** – DSL modems offer a very fast connect speed to the web. DSL modems can connect using a telephone line. DSL modems share the telephone line so the telephone remains available for use. DSL modems also can connect to the web using a satellite dish. The disadvantage of DSL is cost. You will have to purchase or lease a DSL modem. There are many companies that offer DSL service. Find those that provide service in your area. E-Bill will run very fast on computers using a DSL modem to connect to the web.
- **Cable TV Modem** – Cable modems also offer a very fast connect speed to the web. Cable modems connect to the web using existing cable TV lines. Disadvantages of cable modems are cost and availability. You will have to purchase or lease a cable modem and you will have to purchase network hardware to use in conjunction with the cable modem. You will need to contact your cable provider to find out if web access is available in your area. E-Bill will run very fast on computers using a cable modem to connect to the web.

Section 1 - Welcome

Check whether the web browser is the most current version and if necessary download the newest version of the browser. To check the version of the installed browser follow these simple steps.

1. Connect to the Web.
2. Click on Help in the menu bar.
3. Click on About. In some web browsers there are multiple menu items labeled About. Click on the About menu item with the same name as the browser (i.e. if Netscape Communicator is installed on the computer, click on About Communicator).
4. A window will appear with information about the browser. The version number is part of this information and normally appears as the first item. Write the entire version number down.
5. If the web browser is not set to update automatically, go to the web browser's home page on the web. Many home pages note the current version of their browser at the top of the home page and offer a way to download the newest version from the home page. Please follow the download and installation instructions on the browser's web site.
6. If the browser does not have a home page to download an updated version, use your browser's on-line help screen to search for upgrading options.

E-Bill offers many advantages over Telebill and paper bills.

- E-Bill replaces all forms of billing, Telebill, PCBill, and manual Request for Payment forms.
- You no longer have to fill out paper Request for Payment forms. Enter and submit all bills through E-Bill.
- E-Bill processes bills as quickly as Telebills were processed.
- E-Bill allows you to submit out-of-pocket expense payment vouchers.
- E-Bill offers you the ability to **enter** billing data on a daily basis by setting up a Work in Progress (WIP) record for each Notice of Assignment of Counsel (NAC) on the CPCS computer. The WIP record is **NOT** a bill; it is a temporary computer record that allows you to enter billing data (legal services and out-of-pocket expenses) for a specific NAC even if the NAC is not on file with CPCS. When you are ready to submit your E-Bill,

Section 1 - Welcome

you will submit the data compiled in the WIP record. The WIP record and file will be addressed in detail within this manual.

E-Bill is a self-navigating application. While using E-Bill do not to use the browser's "Back" and "Forward" buttons. E-Bill is a secure application; however, the screens that you visit while using E-Bill remain in the browser's memory until you close the web browser window. To avoid navigation errors and to maintain the security of your billing information, close the browser after using E-Bill.

About this Manual

- This manual reflects current CPCS billing policies and procedures. Please review chapters five and six of the CPCS Assigned Counsel manual. The CPCS Assigned Counsel manual is available on line at www.state.ma.us/cpcs.
- Each section of the E-Bill user manual focuses on one screen. You are given a brief description of the screen and then the instructions for using the screen.

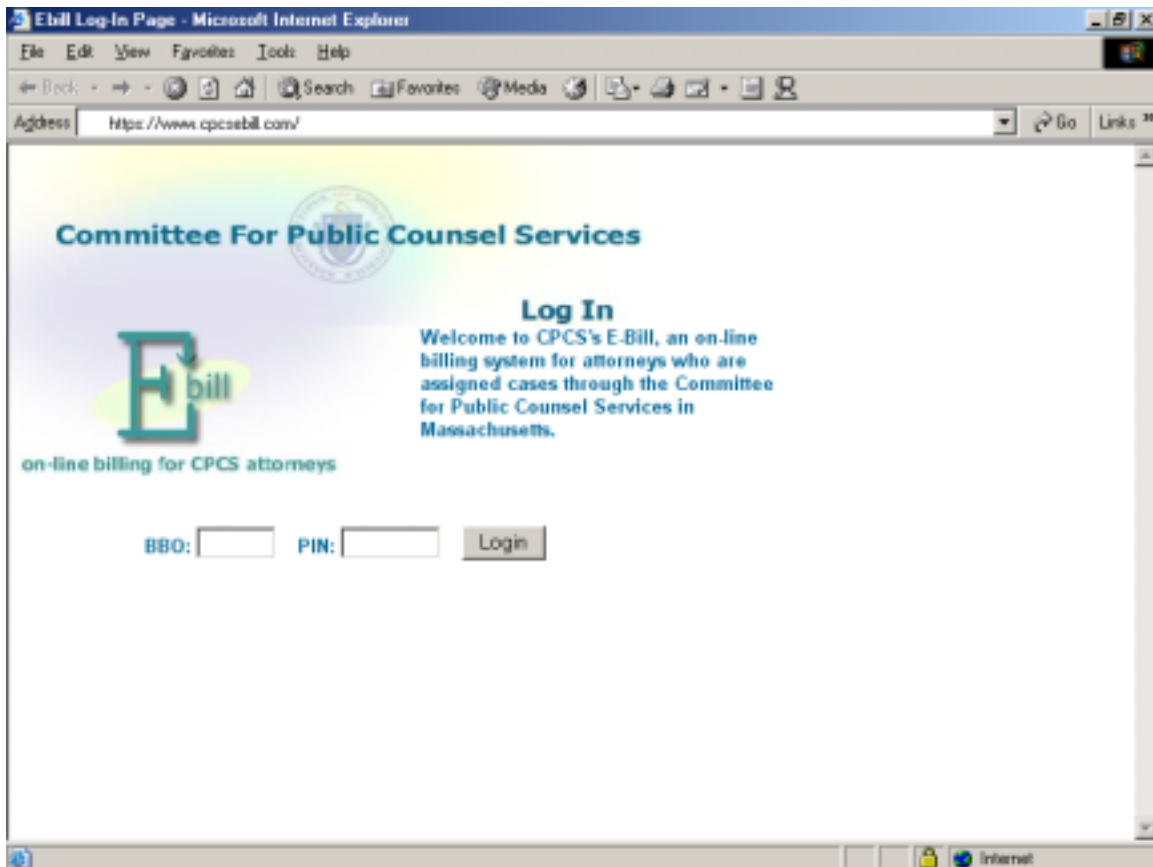
Reporting a problem

Before reporting an E-Bill problem, please record in detail any error messages, what functions you performed prior to the error, what keys you pressed, or where you clicked with your mouse and how many times you clicked it. The E-Bill help-line telephone number is **(617) 988-8327**.

This line is for E-Bill support only. You can also send E-Bill questions via email to ebill@publiccounsel.net.

Please begin using E-Bill immediately. We believe that you will find E-Bill to be a technologically advanced and efficient billing tool.

Section 2 - E-Bill Log In



The E-Bill Log In page is the first page of the E-Bill web site. Log in using your BBO number and your CPCS assigned PIN. CPCS will occasionally place important messages on the Log In page. The message will scroll across the bottom of the screen where the word “Done” appears. Please check the message bar every time you log in.

BBO

Enter your BBO Number.

PIN

Enter your CPCS assigned PIN (the same PIN used to file Telebills). Please make sure this number is accurate. You will get an error message and will not be allowed to log in if you enter an incorrect PIN.

If you do not have a PIN please send a written request for a PIN to: Committee for Public Counsel Services, 44 Bromfield Street, Boston, MA 02108, Attention: E-Bill, or you may send a request via e-mail to the E-Bill Help Desk at ebill@publiccounsel.net. Please include the word “PIN” in the subject line.

We will send you a PIN Agreement form. As soon as you receive the form, please fill out, sign, and return the form to CPCS. Upon receipt of the completed form we will

Section 2 - E-Bill Log In

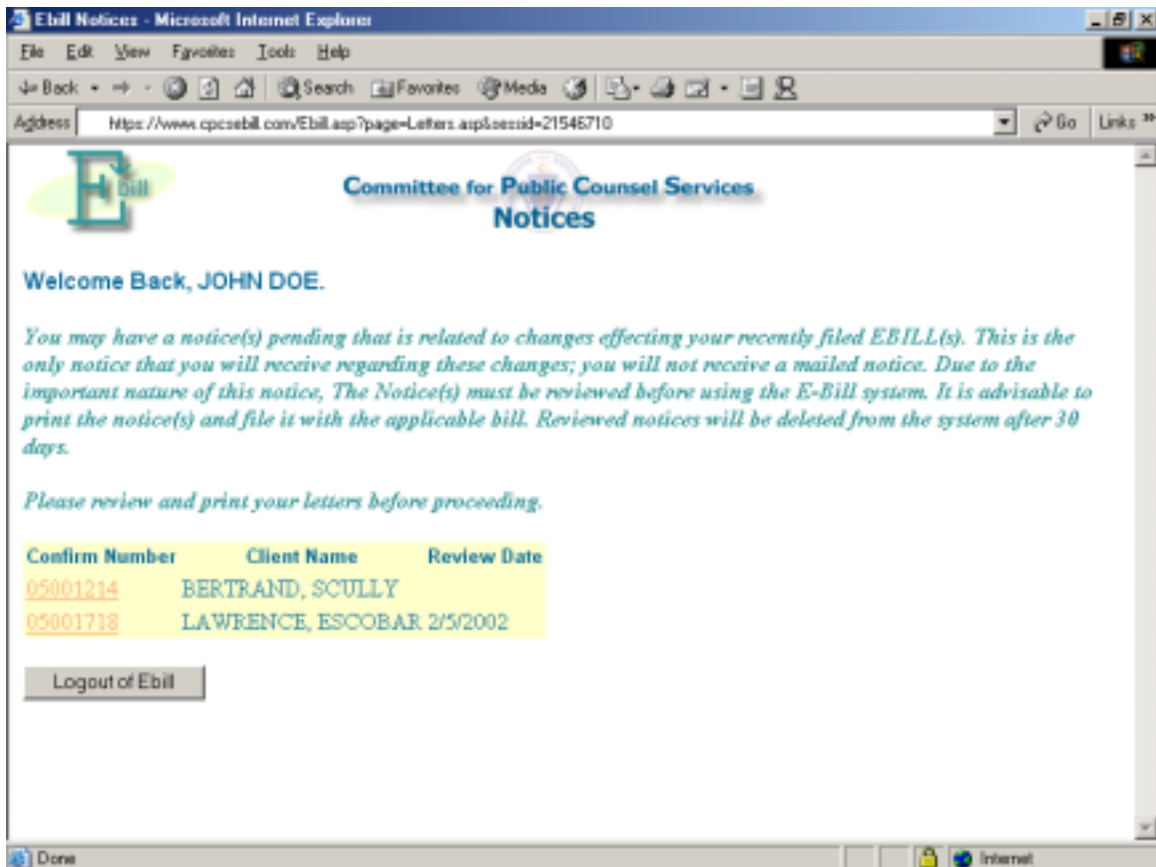
assign you a PIN number and return a copy of the PIN Agreement form to you with your PIN written on the form. If you have questions while filling out the PIN Agreement form or you forgot your PIN please call the E-Bill Help Line (617) 988-8327 or e-mail the E-Bill Help Desk at ebill@publiccounsel.net. Please include the words “PIN Question” in the subject line.

Note: To all new attorneys, a PIN Agreement form is included in the New Attorney Packet. If you have not received a New Attorney Packet, please send a written request to the attention of the Vendor Maintenance Clerk at CPCS.

Login

After you have entered your BBO and PIN, click the “Login” button.

Section 3 - E-Bill Notices

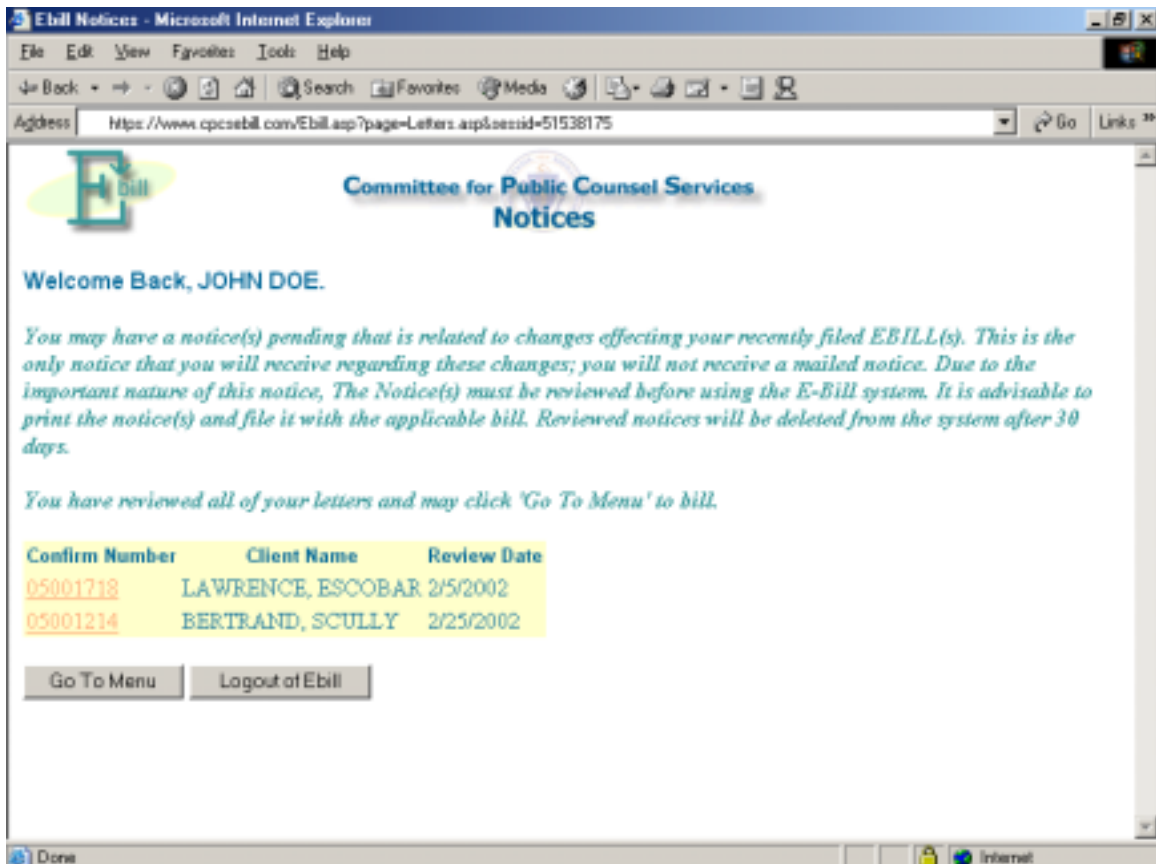


After logging in, E-Bill will display either the screen above when there are pending notices, or the screen below when there are no pending notices.

To view a notice:

- Click a Confirm Number.
- When the notice appears please review it. If this is a new notice please print it and file it with the applicable bill.
- Click the Close Form button. E-Bill will return to the E-Bill Letters screen.

Section 3 - E-Bill Notices



The above screen will be displayed when you have reviewed all pending notices.

Go To Menu

Click this button to go to the E-Bill Menu screen. Upon logging into E-Bill this button will be displayed if you have no pending notices or after reviewing all the pending notices.

Logout of Ebill

Click the Logout of Ebill button to log out of E-Bill and return to the E-Bill Log In page. You can also log out of E-Bill from any E-Bill screen by exiting the program used to connect to the web.

Section 4 - E-Bill Main Menu

What do you want to do JOHN DOE?

[Review Ebill Manual or Download reader with detailed Instructions](#)

Review NACs and Prepare Bill for Submittal:

Quick Entry - Date of Service:

NAC Number: Date:

Quick Entry - Vouchers:

NAC Number:

View Previous RFP:

Confirmation Number:

View Previous Voucher:

Confirmation Number:

View Letters

When you have successfully logged in, the above screen will appear. Below are the descriptions and procedures for using the various screen elements.

What do you want to do [Your Name]?

Each time you log in, please make sure the name that is displayed is your name. If the displayed name is not your name, **DO NOT** use E-Bill, contact the E-Bill help line (617-988-8327) **immediately**.

Review NACs

Click this button to access the NAC (Notice of Assignment of Counsel) Overview screen. The NAC Overview screen allows you access to the entire E-Bill system.

Quick Entry – Date of Service

Allows entry of a date of service for a specific NAC.

- In the NAC Number field enter the NAC number (including the “C” or “B”) for the date of service you want to enter.
- In the Date field, enter the date of service for which you are billing.

Section 4 - E-Bill Main Menu

- Click the Date Of Service button, the Time Entry screen will appear. Review the [E-Bill Time Entry](#) section of this manual for entering and editing instructions for the Time Entry screen.
- If the NAC is not on file you will be required to enter the NAC information (review the [E-Bill NAC Billing Information](#) section of this manual for instructions on entering pending NAC information and dates of service.) before E-Bill allows you to enter the date of service. When you save the NAC information you will be returned to the NAC Billing Information screen. Enter the date of service on this screen.

Quick Entry – Vouchers

Allows entry of a voucher for a specific NAC.

- In the NAC Number field enter the NAC number (including the “C” or “B”) for the voucher you want to enter.
- Click the Vouchers button to go to the Voucher Overview Screen. Review the [E-Bill Voucher Overview](#) section of this manual for entering/editing vouchers.
- If the NAC is not on file you will be required to enter the NAC information (review the [E-Bill NAC Billing Information](#) section of this manual for instructions on entering NAC information.) before E-Bill allows you to enter the voucher. When you save the NAC information you will be returned to the NAC Billing Information screen. Click the Vouchers button to continue entering your voucher.

View Previous RFP

CPCS requires you to sign and retain a printed copy of the E-Bill Billing Confirmation (legal service bill) form. E-Bill allows you to view a previously submitted legal service E-Bill and reprint the Billing Confirmation form. You *cannot* view Telebills or PCBills with this function.

- Enter the E-Bill billing confirmation number in the Confirmation Number field.
- Click the View button to view this Billing Confirmation form.
- When the Billing Confirmation form appears you may print it.

View Previous Voucher

CPCS requires you to sign and submit to CPCS a printed copy of the E-Bill Voucher Confirmation form. E-Bill allows you to view a previously submitted E-Bill voucher and reprint the Voucher Confirmation form. You *cannot* view vouchers for Telebills or PCBills with this function.

- Enter the E-Bill voucher confirmation number in the Confirmation Number field.
- Click the View button to view this Voucher Confirmation form.
- When the Voucher Confirmation form appears you may print it.

Section 4 - E-Bill Main Menu

View Letters

Click the View button to return to the Notices screen.

Logout of Ebill

Click the Logout of Ebill button to log out of E-Bill and return to the E-Bill Log In page. You can also log out of E-Bill from any E-Bill screen by exiting the program used to connect to the web.

Section 5 - E-Bill NAC Overview

NAC Overview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.cpcsebill.com/Ebill.asp?page=NacOverview.asp

E-Bill Committee for Public Counsel Services
NAC Overview

Attorney Name: JOHN DOE

To review a NAC, or submit it for billing, select a work in progress from the chart below and click on the client name:

Add NAC Add NAC

Work In Progress Sort By: Client Name

Client Name	NAC	Date of Assignment	Total Hours
baby jane	C31894704	07/01/2001	0.00
Doe John	C22214603	07/01/1999	0.00
Jane Smith	C31894715	07/01/2001	0.00
test test	c00000011	01/01/2001	8.00
Test Test	C16444643	07/01/1999	0.00

First Previous 10 Next 10 Last Close Form

The NAC Overview screen shows a “Work in Progress” list (WIP). This list does not contain all of your NACS; it lists only those NACs that you have entered in E-Bill and are still open. Below is a description of how to add a NAC to the WIP file and how to use the WIP file.

Add NAC

The “Add NAC” function is initiated on the NAC Overview screen and completed on the NAC Billing Information screen.

1. Enter the NAC number (including the “C” or “B”) in the Add NAC field.
2. Click the Add NAC button.
3. The NAC Billing Information screen will appear.
 - a. If the NAC is on file with CPCS, the NAC Billing Information screen will automatically populate with the data from the CPCS computer. A sample NAC Billing Information screen is displayed at the beginning of section 6. At the NAC Billing Information screen.
 - i. E-Bill will ask you to verify the client name.
 - ii. If the client name is correct, click the OK button. You may now work with the Billing information screen (review the [E-Bill NAC](#)

Section 5 - E-Bill NAC Overview

[Billing Information](#) section of this manual for instructions on entering NAC information).

- iii. If the client name is wrong, click the Cancel button and repeat steps 1, 2, and 3. If the client name is still wrong, click the cancel button and contact the E-Bill Help Desk.
- b. If the NAC is not on file, E-Bill informs you that the NAC number you entered does not exist in the system and asks if you would like to add it. You can either click the Yes or No buttons.
 - i. If you click the Yes button, a blank NAC Billing Information screen will appear. You will have to create a pending NAC record (review the [E-Bill NAC Billing Information](#) section of this manual for instructions on entering NAC information).
 - ii. If you click the No button, E-Bill will return you to the NAC Overview screen.

Sort By

This is a drop down list that contains four options for sorting NACs in the WIP list. The default option is Assignment Date. To change the type of sort, select a different sort option from the list. Below is a list of the four sort options along with the sort direction.

<u>Sort Type</u>	<u>Sort Direction</u>
Assignment Date	Descending
Client Name	Ascending by client last name
NAC Number	Descending
Total Hours	Descending

Work In Progress

When you want to work on a NAC, locate it in the WIP list and click on the client name. The NAC Billing Information screen will appear (review the [E-Bill NAC Billing Information](#) section of this manual for instructions on entering NAC information).

The WIP list does not contain all of your NACs; it lists only those NACs that you have entered in E-Bill and are still open. As you add NACs, both on file and pending, they will appear in the WIP list. When you submit an E-Bill with a status of Closed, the NAC is removed from the WIP list. Up to ten NACs may be viewed in the WIP list at any one time. If you have more than ten NACs in the WIP list use the navigation buttons below the WIP list. Below is a description of each button.

- First – brings you to the first page of the WIP list sorted by the type you selected.
- Previous 10 – displays the previous ten NACs in the WIP list.
- Next 10 - displays the next ten NACs in the WIP list.
- Last - brings you to the last page of the WIP list.

Close Form

Click this button to return to the E-Bill Main Menu. Remember, if you want to log out of E-Bill you do not have to navigate back through all the forms; you may just exit the program used to connect to the web.

Section 6 - E-Bill NAC Billing Information

NAC #: c00000011

Attorney Name: JOHN DOE

Client Last Name: test

Date of Assignment: 1/1/2001

Nac Type: (choose one): MURDER

NAC Status: PENDING

Client First Name: test

Rate: 54

Buttons: Remove NAC From System, Save Changes, Vouchers

Add Date of Service -> Date: []

Mark For Delete	Date of Service <small>*Click on to Edit</small>	Total Hours by Date
<input type="checkbox"/>	2/1/2002	1
<input type="checkbox"/>	2/5/2002	7
<input type="checkbox"/>	2/12/2002	4

Buttons: Delete Marked Items, Total Hours for this Bill: 12 Total: \$648.00

Submit Bill Here:

Bill Status: [] Submit Bill

Close Form

The NAC Billing Information screen is where you enter your dates of service and hours and where you access your payment vouchers. Here you can add and modify dates of service and vouchers, and submit legal bills. You also have the option if needed to delete a date of service from any bill in your WIP file.

If your NAC is not on file with CPCS when you add the NAC number to E-Bill, E-Bill will inform you that the NAC does not exist in the system and ask whether you would like to add the NAC. If you choose to add the NAC, the NAC Billing Information Screen will appear; the screen for a pending NAC is depicted above. Enter the client name and date of assignment from the NAC form, the hourly rate¹, and then select the proper NAC Type from the drop down list box. After entering all the required information click the Save Changes button. E-Bill will verify that the pending NAC is updated and return you to the NAC Billing Information screen. While the NAC is pending you may modify the NAC information, but make sure to click the Save Changes button after making any changes. **Please DO NOT mail a copy of the NAC to CPCS.** If we require a copy of the NAC, we will request it from you in writing.

When the NAC comes on file at CPCS we will update the status of your pending NAC to "On File", and all NAC fields will now contain what was entered in the CPCS computer. You will need to notice and report any discrepancies to the E-Bill help desk.

¹ Obtain the hourly rate from page 5-27 of the CPCS Assigned Counsel Manual.

Section 6 - E-Bill NAC Billing Information

Following is a description of all the elements of the NAC Billing Information screen for pending NACs and NACs that are on file. The screen depicted below indicates a NAC that is on file.

The screenshot shows a web application window titled "Committee for Public Counsel Services NAC Billing Information". The interface includes a header with a logo and title. Below the header, there is a section for NAC details: "NAC #: C31894704", "Attorney Name: JOHN DOE", "Client Last Name: jane", "Assignment Date: 7/1/2001", "Nac Type: Children & Family Law", "NAC Status: On File", "Client First Name: baby", and "Rate: \$39.00". A "Remove NAC From System" button is located at the top right. Below the details, there is a "Vouchers" button. A section for "Add Date of Service" includes a "Date:" field and a "Add" button. A table with a yellow background lists service dates and total hours. The table has three columns: "Mark For Delete", "Date of Service", and "Total Hours by Date". The "Date of Service" column includes a link "*Click on to Edit". The table contains four rows of data. Below the table, there is a "Delete Marked Items" button and a summary line: "Total Hours for this Bill: 12.5 Total: \$487.50". At the bottom, there is a "Submit Bill Here:" section with a "Bill Status:" dropdown menu and a "Submit Bill" button, and a "Close Form" button.

Mark For Delete	Date of Service <small>*Click on to Edit</small>	Total Hours by Date
<input type="checkbox"/>	2/1/2002	3
<input type="checkbox"/>	2/8/2002	4
<input type="checkbox"/>	2/11/2002	2.25
<input type="checkbox"/>	2/13/2002	3.25

Remove NAC From System

Click this button to remove the current NAC and all related dates of service and vouchers from the WIP file.

NAC #, Attorney Name, Client Last Name, Assignment Date, NAC Type, NAC Status, Client First Name, Rate

If the NAC is on file these fields will be filled with data from the CPCS database. If the NAC is not on file you will have to enter the data as described earlier in this section.

Save Changes (Pending NAC Screen)

Click this button to save any changes made to the pending NAC information. This button only appears on the NAC Billing Information screen when the NAC Status is PENDING.

Vouchers

Click this button to go to the Voucher Overview Screen. Review the [E-Bill Voucher Overview](#) section of this manual for entering/editing vouchers.

Section 6 - E-Bill NAC Billing Information

Date

Enter a date of service (use the format mm/dd/yy) or click the calendar icon to the right of the Date field and click on the date you wish to enter. The date you select will appear in the Date field.

Add Date of Service

After you have entered a date of service, click this button to go to the Time Entry screen for this date of service (review the [E-Bill Time Entry](#) section of this manual for entering and editing instructions for the Time Entry screen). E-Bill will not allow you to add a date of service:

- If you enter an invalid date (i.e. a date in the future)
- If you enter a date of service that is not in the same fiscal year as dates already in the WIP file for the current NAC
- If you have already been paid for the date of service being entered
- If the date of service precedes the date of the assignment of the current NAC².

Mark for Delete

To remove one or more dates of service that you have added to the WIP file for the current NAC

- Under the Date of Service screen item locate the date(s) of service.
- Click the Mark For Delete box next to the date. A check mark will appear in the box.
- Click the Delete Marked Items button to delete the date(s) and hours.

Date of Service

To edit a date of service for the current NAC, locate it under the Date of Service screen item and click the date of service you wish to edit. The Time Entry screen for this date of service will appear (review the [E-Bill Time Entry](#) section of this manual for entering and editing instructions for the Time Entry screen).

Total Hours By Date

This field displays the total hours that you have entered in your WIP file for the corresponding date of service. There will never be a total of “0.00” hours listed for a date of service because E-Bill does not allow a date of service without any time.

² Mary Moe assignments are exempt from this rule.

Section 6 - E-Bill NAC Billing Information

Total Hours For This Bill

This field contains the total hours for all dates of service in the WIP file for the current NAC. Also below this list is the Total\$ field. The Total\$ field shows the total dollar amount of the bill. Multiply the total hours for the current NAC by the NAC's rate³ to arrive at this dollar amount.

Submit Bill Here

Use this field to submit for payment your bill for legal services and mileage for the current NAC.

- **Bill Status** – Select the appropriate billing status from the drop down list.
- **Submit Bill** – Click this button to submit the E-Bill for the current NAC. All dates entered in the WIP file for the NAC will be submitted for payment.
 - If you are submitting a bill for a CAFL assignment, complete the online Client Contact Information form prior to confirming your bill (review the [E-Bill Client Contact](#) section of this manual for instructions for entering client contact information).
 - If you select Case Closed as the billing status, complete the Dispositional Report Form prior to confirming your bill.
 - For criminal, criminal mentor, and murder assignments please review the [E-Bill Criminal\Delinquency Disposition](#) section of this manual for instruction for completing the disposition form.
 - For children and family law, non-criminal mentor, and other non-criminal assignments please review the [E-Bill Children and Family Law Disposition](#) section of this manual for instruction for completing the disposition form.
 - For mental health assignments please review the [E-Bill Mental Health Disposition](#) section of this manual for instruction for completing the disposition form.
 - For all appeal assignments please review the [E-Bill Appeals Disposition](#) section of this manual for instruction for completing the disposition form.
 - When you have completed all of the required forms, E-Bill will transmit your bill to the CPCS main server.
 - The CPCS computer will immediately edit your E-Bill for preliminary error conditions. If any of these conditions are discovered, a warning will appear on the screen. In most instances you will be allowed to correct the error and resubmit your bill. After your bill is accepted, a second set of edits will be applied. Error conditions found during the second edit could result in a reduction of your payment amount or the rejection of your bill. If second edit errors are discovered, you will receive an on-line letter of explanation.

³ If you are submitting a pending bill, the rate you enter may be changed when the NAC is finally entered into the CPCS computer. The rate for your E-Bill will be the rate set by CPCS policy for the type of case to which you are assigned.

Section 6 - E-Bill NAC Billing Information

- If CPCS accepts your E-Bill the Billing Confirmation screen will appear (see the example below). **PRINT THIS SCREEN.** Sign the E-Bill and file it⁴.
- ***Make sure to print the Billing Confirmation screen before you click the Close Form button.*** Click the Close Form Button at the bottom of the Billing Confirmation screen. E-Bill will return you to the NAC Overview screen.

Billing Confirmation

Important: Print this for your records.

NAC ID: **00000070** Confirmation Number: **05000763** Submittal Date: **10/06/2001**

Attorney Name: **JOHN DOE** NAC Status: **PENDING**

Client Last Name: **JONES** Client First Name: **MIKE**

Date of Assignment: **1/1/2001** Rate: **\$55.00**

Nac Type: **CHILDREN AND FAMILY LAW** Bill Status: **Interim**

Hours per Category (see category definitions)														
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	Total
10/5/2001	0	0	0.25	0	0	0	0	0	0	0	0	0	0	0.25
Total Hours: .25														Total: \$13.75

***Category Key:**
1 = Emergency/2hr Hrg
2 = Pre-Tri Hrg/Conf
3 = Trial/Hearing
4 = Dispo Proceedings
5 = Drft Pleadings/Cor
6 = Prep - Hrg/Trial
7 = Court Waiting Time
8 = Client Contact
9 = Negot/Case Conf
10 = Legal Research
11 = Investigation
12 = Travel
13 = Discov (Ind Depo)

Please be advised that by transmitting this information you are certifying under the terms and conditions of entry that you have been approved to provide services, that you have provided for services, and incurred the costs described on this date and for the time listed and that your charges for legal services reflected on this bill are based upon your contemporaneous time records maintained in accordance with the CPCS policies and procedures manual and regulations which you have reviewed and read.

Signature: _____ Date: _____

Close Form

Close Form

Click the Close Form button on the NAC Billing Information screen to return to the NAC Overview screen.

⁴ CPCS policy requires that you keep your E-Bill Billing Confirmation forms and dockets, if required, for seven years.

Section 7 - E-Bill Time Entry

Time Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail Links

Address: https://www.cpcsebill.com/Ebill.asp?page=DateOfService.asp&calchain=Menu.asp,NacOverview.asp,SingleNac.asp Go

E-bill Committee for Public Counsel Services
Time Entry Screen: Add Entry

Attorney Name: JOHN DOE Date: 02/05/2002

NAC#: c00000011 Client Name: test test Docket#:

Pre Trial Hearing::	<input type="text"/>	Admsn/Plea Hearing::	<input type="text"/>	Trial::	<input type="text"/>
Post Conv Hearing::	<input type="text"/>	Draft Mot, Lgl Memo::	<input type="text"/>	Prep-Hrg/Trial::	<input type="text"/>
Court Waiting Time::	<input type="text"/>	In Prsn Client Int::	<input type="text"/>	Client Tel. Contact::	<input type="text"/>
Legal Research::	<input type="text"/>	Investigation::	<input type="text"/>	Travel::	<input type="text"/>
Other::	<input type="text"/>	<input type="button" value="Enter Miles"/>			

Total Hours: 0.00 Total Mileage: 0

After entering/selecting a date of service, E-Bill displays the Time Entry screen for the date of service you entered/selected.

Page Title

If you are adding a new date of service to the WIP file for the current NAC then E-Bill will display the words “Add Entry”. If you are modifying an existing date in the WIP then E-Bill will display the words “Edit Entry” for the current NAC.

Attorney Name

Please make sure the name that is displayed is your name. If the displayed name is not your name, click the Close Form button. Contact the E-Bill help line by phone (617) 988-8327, or by email ebill@publiccounsel.net.

Date _____

This field displays the date you added or the date you selected for edit.

Section 7 - E-Bill Time Entry

NAC#

This field displays the Notice of Assignment of Counsel (NAC) you selected. If the NAC number is incorrect, go back to the NAC Overview screen and select the correct NAC from or add the correct NAC to the WIP file.

Client Name

This field displays the client name specific to the NAC number.

Docket#

This field is not available.

Billing Categories

For each date of service, enter the time spent on legal services in the appropriate category. To make your time entry easier CPCS has revised the 13 billing categories for the three major types of service. The types of service are: Criminal, Civil, and Appeals. Below is a list of the NAC Types related to each type of service and the corresponding 13 billing categories.

Criminal

Criminal
Criminal Mentor
Murder

Civil

Children and Family Law
Non-Criminal Mentor
Mental Health
Other Non-Criminal⁵

Appeals

Criminal Appeals
Murder Appeals
Mental Health Appeals
Non-Criminal Appeals
Criminal Mentor Appeals
Non-Criminal Mentor Appeals

Criminal

1. Pre Trial Hearing
2. Admsn/Plea Hearing
3. Trial
4. Post Conv Hearing
5. Draft Mot, Lgl Memo
6. Prep – Hrg/Trial
7. Court Waiting Time
8. In Prsn Client Int
9. Client Tel Contact
10. Legal Research
11. Investigation
12. Travel
13. Other

Civil

Emergency Hearing
Pre-Trl Hrg/Conf
Trial/Hearing
Dispo Proceedings
Drft Pleadings/Cor
Prep – Hrg/Trial
Court Waiting Time
Client Contact
Negot/Case Conf
Legal Research
Investigation
Travel
Discov (Incl Depo)

Appeals

Hearing/Argument
Rec Assem & Rev/Tr
Conf w/Couns/Ment
Drft Mot, Lgl Mem
Drft App Brief
Prep – Arg/Hrg
Court Waiting Time
Client Contact
Drft Pet-Rehrg/FAR
Legal Research
Drft CPCS Appr Fed
Travel
Other

⁵ Other Non-Criminal cases are those that do not fall under the CAFL or Mental Health categories, e.g. Mary Moe cases.

Section 7 - E-Bill Time Entry

If the billing categories are not applicable to your case, do not enter time. Click the Close Form button to return to the NAC Billing Information screen. Check the NAC Type.

- If the NAC is on file and you believe that the Case Type is incorrect please send an email to the E-Bill help line at ebill@publiccounsel.net (please note “NAC Type” in the subject line), or call (617) 988-8327.
- If the NAC is pending,
 - Change the NAC type to the correct type
 - Click the Save Changes button
 - Enter the Date of Service in the Date field
 - Click the Add Date of Service button

When entering time make sure to round the actual time worked to the nearest quarter hour. For instructions on billing in quarter hour increments, see the Assigned Counsel Manual (pp 5-17 through 5-18). If you do not enter your time in quarter hour increments, E-Bill will give you an error when you save the entered time.

Enter Miles

Click this button if you want to enter mileage. E-Bill will display the Mileage page (please review the [E-Bill Mileage](#) section of this manual for instructions on entering mileage).

Total Hours

E-Bill displays the total **saved** hours for the current date of service for the current NAC.

Total Mileage

E-Bill displays the total **saved** mileage for the current date of service for the current NAC.

Save

Click this button to save the added/modified time for the current date of service. E-Bill will confirm that the date of service has been saved. Click the OK button. E-Bill will return to the NAC Billing information screen. E-Bill will not allow you to save a date of service

- If you entered more than one hour of waiting time for the current date of service for the current NAC.
- If you entered more than twenty-four hours for the current date of service for the current NAC.
- If you exceeded 3 total hours of waiting time for the current date of service.

When you save a date of service E-Bill will warn you of a possible reduction:

- If you exceeded the 10 hour daily limit for the current date of service.
- If you entered in-court time on a date of service that the court is not normally in session⁶.

⁶ You may request authorization to bill on this date.

Section 7 - E-Bill Time Entry

Close Form

Click this button to return to the NAC Billing Information screen. If you have added or modified time and not saved it E-Bill will warn you that your changes have not been saved.

- Click the OK button to keep the Time Entry screen open so you may save your changes.
- Click the Cancel button to close the Time Entry screen **without saving any time additions or changes.**

Section 8 - E-Bill Mileage

Microsoft Internet Explorer window: Date of Service Miles - Microsoft Internet Explorer

Address: &nacnum=c16444643&sessid=3990&DOSID=11/1/2001&DOSDate=11/1/2001&chain=SingleNac.asp;SingleNac.asp;DateOfService.asp

E-bill Committee for Public Counsel Services Mileage

NAC #: c16444643

Attorney Name: JOHN DOE

Client Last Name: Test Client First Name: Test

Date of Service: 11/1/2001 Docket:

Mark For Delete	Reason	From	To	RT	Miles
<input type="checkbox"/>	Court	Boston	Cambridge	<input checked="" type="checkbox"/>	40
Add Miles					

*Save Changes will also delete marked items.

Save Changes Close Form

Non-routine, automobile travel expenses (i.e. time at the hourly rate of the case, dependent upon the charges and type of case, and mileage at .22 per mile before July 1, 1999, .27 per mile for costs incurred from July 1, 1999 through June 30, 2001, and .32 per mile on and after July 1, 2001) are allowable for reasonably necessary assignment-related travel **exceeding thirty miles round-trip**. See the [CPCS Assigned Counsel Manual page 5-23](#) for further information on our mileage policy.

The Mileage page allows you to enter your mileage for the current date of service for the current NAC. In order to enter mileage expenses E-Bill requires that you have previously entered and saved your legal service time for the current date of service for the current NAC. Below is a description of the Mileage screen elements.

Attorney Name

Please make sure the name that is displayed is your name. If the displayed name is not your name, click the Close Form button. Contact the E-Bill help line by phone (617) 988-8327, or by email at ebill@publiccounsel.net.

Section 8 - E-Bill Mileage

Date

This field displays the date you added or the date you selected for edit.

NAC#

This field displays the Notice of Assignment of Counsel (NAC) you selected. If the NAC number is incorrect, go back to the NAC Overview screen and select the correct NAC from or add the correct NAC to the WIP file.

Client Name (Client Last Name and Client Last Name)

This field displays the client name specific to the NAC number.

Docket#

This field is not available.

Reason

Select the appropriate reason for traveling from the drop down list. If the reason you traveled does not appear in the list, select the most similar reason. The actual reason must be noted in your contemporaneous time records.

From

Enter the City from which you are traveling.

To

Enter the City to which you are traveling.

Round Trip

Click this box if you traveled round trip.

Miles

Enter the total miles traveled.

Save Changes

Click this button to save new trips or modifications to existing un-submitted trips. When you click the Save Changes button E-Bill will also delete any trips marked for deletion. If want to delete a trip click the box, in the Mark For Delete column, next to the trip.

Close Form

Click this button to return to the Time Entry screen. If you have added or modified mileage and not saved it, E-Bill will warn you that your changes have not been saved.

- Click the OK button to keep the Mileage screen open so you may save your changes.
- Click the Cancel button to close the Mileage screen **without saving any time additions or changes.**

Section 9 - E-Bill Voucher Overview

Mark for Delete	Type	Begin Date	End Date	Dollars
<input type="checkbox"/>	Associate	01/01/2002	01/30/2002	\$450.00
<input type="checkbox"/>	Paralegal	01/01/2002	01/30/2002	\$120.00
<input type="checkbox"/>	Other - Transcription	01/02/2002	01/02/2002	\$75.00
<input type="checkbox"/>	Other - Misc.	01/05/2002	01/30/2002	\$8.50

The Voucher Overview screen allows you to enter or modify payment vouchers for Associate, Paralegal, and Other out-of-pocket expenses. Below are instructions for adding a voucher to the WIP file.

Type

Select the type of voucher from the drop down list box.

Add Voucher

Click this button to add the voucher type you selected. E-Bill will then display the corresponding voucher entry screen.

Mark for Delete

To remove one or more vouchers that you have added to the WIP file for the current NAC

- Select the voucher from the list
- Click the box next to the voucher. A check mark will appear in the box.
- Click the Delete Marked Items button beneath the voucher list.

Section 9 - E-Bill Voucher Overview

Total\$

This field displays the total amount of vouchers in the WIP file for the current NAC.

Close Form

Click this button to return to the NAC Billing Information screen.

Section 10 - E-Bill Associate Voucher

The screenshot shows a web browser window titled "Voucher: Associates - Microsoft Internet Explorer". The address bar displays a URL starting with "68.0.2/Ebill.asp". The page header includes the "E bill" logo and the text "Committee for Public Counsel Services Associate Voucher". Below the header, the form displays "Attorney Name: JOHN DOE" and "Voucher Type : A". A "NAC# c16444643" is also shown. The main form area is highlighted in yellow and contains several input fields: "Associate Name:", "Associate BBO:", "Begin Date:", "End Date:", "Hours:", "Rate:", and "Total:". At the bottom of the form are three buttons: "Save", "Submit Voucher", and "Close Form".

Use this screen to enter one voucher for associate expenses for the current NAC. You should review the [CPCS Assigned Counsel Manual, page 5-22](#), regarding associate expenses before entering a voucher. Following are the instructions for entering an associate voucher.

Associate Name

Enter the full name of the associate.

Associate BBO

Enter the associate's Board of Bar Overseers identification number.

Begin Date

Enter the first date of service from the associate's bill.

End Date

Enter the last date of service from the associate's bill.

Hours

Enter the total hours billed by the associate.

Section 10 - E-Bill Associate Voucher

Rate

Enter the hourly rate for associate reimbursement. CPCS will reimburse assigned attorneys up to \$30.00 per hour for associate expenses.

Total\$

The Total\$ field is automatically calculated (Hours x Rate) by E-Bill after you save the voucher. You can view the total dollar amount of the voucher on the Voucher Overview screen or by selecting the saved voucher from the Voucher Overview screen.

Save

Click this button to save the associate voucher.

Submit Voucher

Save the newly added/modified associate voucher before you submit it. Click the Submit Voucher button to submit the associate voucher. If CPCS accepts your E-Bill voucher the

Voucher Confirmation screen will appear (see the example below). **PRINT THIS**

SCREEN *before you click the Close Form button.* Click the Close Form button at the bottom of the Voucher Confirmation screen. E-Bill will return you to the Voucher Overview screen.

Voucher Confirmation: Associates - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address: http://www.cpcsebill.com/Ebill.asp?page=SubmitVoucher.asp&cllchain=Menu.asp,NacOverview.asp,SingleNac.asp,VoucherOvervi

E-Bill Committee for Public Counsel Services
Voucher Confirmation

Important: Print this for your records.

Attorney Name: JOHN DOE Voucher Type: A Client Name: test test
NAC#: c00000011 Receipt Date: 02/26/02 Confirmation#: 05006319 Vendor Code: 000000000TEST

Associate Name:	Frank Doe	Associate BBO:	000000
Begin Date :	1/1/2002	End Date:	1/30/2002
Hours:	15	Rate:	\$30.00
		Total:	\$450.00

Signature: _____ Date: _____

Close Form

Section 10 - E-Bill Associate Voucher

Close Form

Click this button to return to the Voucher Overview screen. If you have added/modified an associate voucher E-Bill will warn “you have made changes to this form” and offer the option to save the voucher.

IMPORTANT - For payment, mail the signed Voucher Confirmation form with all required attachments to CPCS **immediately** upon submission of the E-Bill associate voucher. See the [CPCS Assigned Counsel Manual, page 5-22](#) regarding associate expenses.

Section 11 - E-Bill Paralegal Voucher

The screenshot shows a web browser window titled "Paralegal Voucher - Microsoft Internet Explorer". The address bar displays a URL starting with "68.0.2/Ebill.asp?page=Voucher.asp®num=new&calchain=Menu.asp,NacOverview.asp,SingleNac.asp,VoucherOverview.asp". The page content includes a logo with a large "E" and the text "Committee for Public Counsel Services Paralegal Voucher". Below the logo, the form displays "Attorney Name: JOHN DOE" and "Voucher Type : P". The "NAC#:" is "c16444643". A yellow highlighted section contains input fields for "Paralegal Name:", "Begin Date:", "End Date:", "Hours:", "Rate:", and "Total:". At the bottom of this section are three buttons: "Save", "Submit Voucher", and "Close Form".

Use this screen to enter one voucher for paralegal expenses for the current NAC. You should review the [CPCS Assigned Counsel Manual, pages 5-21 to 5-22](#), regarding paralegal expenses before entering a voucher. Following are the instructions for entering a paralegal voucher.

Paralegal Name

Enter the full name of the paralegal.

Begin Date

Enter the first date of service from the paralegal's bill.

End Date

Enter the last date of service from the paralegal's bill.

Hours

Enter the total hours billed by the paralegal.

Rate

Enter the hourly rate for paralegal reimbursement. CPCS will reimburse assigned attorneys up to \$12.00 per hour for paralegal expenses.

Section 11 - E-Bill Paralegal Voucher

Total\$

The Total\$ field is automatically calculated (Hours x Rate) by E-Bill after you save the voucher. You can view the total dollar amount of the voucher on the Voucher Overview screen or by selecting the saved voucher from the Voucher Overview screen.

Save

Click this button to save the current paralegal voucher.

Submit Voucher

Save the newly added/modified paralegal voucher before you submit it. Click the Submit Voucher button to submit the paralegal voucher. If CPCS accepts your E-Bill voucher the Voucher Confirmation screen will appear (see the example below). **PRINT THIS SCREEN** *before you click the Close Form button.* Click the Close Form button at the bottom of the Voucher Confirmation screen. E-Bill will return you to the Voucher Overview screen.

Voucher Confirmation: Paralegals - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail Links

Address ://www.cpcsebill.com/Ebill.asp?page=SubmitVoucher.asp&chain=Menu.asp;NacOverview.asp;SingleNac.asp;VoucherOvervi Go

E-bill Committee for Public Counsel Services
Voucher Confirmation

Important: Print this for your records.

Attorney Name: **JOHN DOE** Voucher Type : **P** Client Name: **test test**
NAC#: **c00000011** Confirmation#: **05006320** Receipt Date: **02/26/02** Vendor Code: **000000000TEST**

Paralegal Name: Jane Doe
Begin Date : 1/1/2002 End Date: 1/30/2002
Hours: 10 Rate: \$12.00
Total: \$120.00

Signature: _____ Date: _____

Close Form

Internet

Section 11 - E-Bill Paralegal Voucher

Close Form

Click this button to return to the Voucher Overview screen. If you have added/modified a paralegal voucher E-Bill will warn “you have made changes to this form” and offer the option to save the voucher.

IMPORTANT - For payment, mail the signed Voucher Confirmation form with all required attachments to CPCS **immediately** upon submission of the E-Bill paralegal voucher. See the [CPCS Assigned Counsel manual pages 5-21 to 5-22](#) regarding paralegal expenses.

Section 12 - E-Bill Miscellaneous Voucher

The screenshot shows a web browser window titled "Voucher: Miscellaneous - Microsoft Internet Explorer". The address bar shows a URL starting with "68.0.2/Ebill.asp". The page header includes the "E-bill" logo and the text "Committee for Public Counsel Services Miscellaneous Voucher". Below the header, it displays "Attorney Name: JOHN DOE" and "Voucher Type : 0". It also shows "NAC#: c16444643" and "Total:". A yellow highlighted section contains a "Service Type" dropdown menu set to "Misc.". Below this is a table with columns: "Mark for Delete", "Sub Type", "Begin Date", "End Date", "Units", "Rate", and "Total". The "Mark for Delete" column has a checkbox. Below the table, a red asterisked note states: "*Save Changes will also delete marked items." At the bottom of the form are three buttons: "Save Changes", "Submit Voucher", and "Close Form".

Use this screen to enter vouchers for out-of-pocket expenses, **only when you have directly paid for the service by check or cash and have a receipt indicating payment in full.** Please review [Chapter 6 of the CPCS Assigned Counsel manual](#) for information on how to use the Indigent Court Cost Fund. In order to receive payment for the expense you **must** submit to CPCS the official printed signed voucher along with proof of payment and other required documents. Following are the instructions for entering a miscellaneous out-of-pocket expense voucher.

Service Type

Select the type of expense from the Service Type drop down list box.

Mark for Delete

This field applies to two service types: Expert Witness expenses and Miscellaneous (Misc.) expenses. To remove one or more items from your Expert Witness or Misc. expense type voucher:

- Locate the item in this list
- Click the box next to the line item. A check mark will appear in the box.
- When you save the voucher the item(s) will be removed.

Section 12 - E-Bill Miscellaneous Voucher

Sub Type

If the service you chose above requires a sub-type, select it from the *Sub Type* drop down list. Only the Expert witness and the Misc. service types have sub-types. If the Misc. service type and the Other sub-type are used you must write on the printed voucher a description of the service.

Begin Date

Enter the first date of service from the vendor's invoice. If the expense you are billing for is a purchased item then enter the date of purchase.

End Date

Enter the last date of service from the vendor's invoice. If the service you are billing for is a purchased item then enter the date of purchase.

Units

Enter the total number of units⁷ billed from the vendor's invoice or from the sales receipt.

Rate

Enter the cost per unit.

Total

E-Bill automatically calculates the total (Units x Rate) when you save the voucher.

Save Changes

Click this button to save the out-of-pocket expense voucher.

Submit Voucher

Save the newly added/modified out-of-pocket expense voucher before you submit it. Click this button to submit the out-of-pocket expense voucher. If CPCS accepts your E-Bill voucher the Voucher Confirmation screen will appear in your web browser (see the example below).

PRINT THIS SCREEN *before you click the Close Form button.* Click the Close Form button at the bottom of the Voucher Confirmation screen. E-Bill will return you to the Voucher Overview screen.

⁷ Examples of units are number of hours and number of items.

Section 12 - E-Bill Miscellaneous Voucher

Voucher Confirmation: Miscellaneous - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <http://www.cpscibill.com/Ebill.asp?page=SubmitVoucher.asp&calchain=Menu.asp,NacOverview.asp,SingleNac.asp,VoucherOverview.asp> Go Links

E-bill Committee for Public Counsel Services
Voucher Confirmation

Important: Print this for your records.

Attorney Name: **JOHN DOE** Voucher Type : **0** Client Name: **test test**
Receipt Date: **02/26/02** Confirmation #: **05006321**
NAC#: **c00000011** Total: **\$20.50** Vendor Code: **000000000TEST**

Service Type : **MI**

Sub Type	Begin Date	End Date	Units	Rate	Total
PO	1/5/2002	1/30/2002	25	\$0.34	\$8.50
CO	1/1/2002	1/30/2002	45	\$0.10	\$4.50
TE	1/1/2002	1/30/2002	1	\$7.50	\$7.50

Signature: _____ Date: _____

Close Form

Close Form

Click this button to return to the Voucher Overview screen. If you have added/modified a paralegal voucher E-Bill will warn “you have made changes to this form” and offer the option to save the voucher.

IMPORTANT - For payment, mail the signed Voucher Confirmation form with all required attachments to CPCS **immediately** upon submission of the E-Bill out-of pocket expense voucher. See [chapter 6 of the CPCS Assigned Counsel](#) manual for information on how to use the Indigent Court Cost Fund.

Section 13 - E-Bill Criminal/Delinquency Disposition

The screenshot shows a web browser window with the title bar and address bar. The page header includes the "E-Bill" logo and the text "Committee for Public Counsel Services Criminal/Delinquency Disposition". Below the header, there are fields for "Attorney Name: JOHN DOE", "Client Name: fred jones", "NAC #: c00000556", and "Docket:". The main form area is yellow and contains several sections: "Client Status" with radio buttons for "committed", "not committed", and "not applicable"; "Reason for filing" with radio buttons for "court approved transfer to new attorney, new NAC is:", "default; case closed", and "case disposed of"; "Trial Route" with checkboxes for "probable cause hearing", "grand jury indictment", "complaint", "dangerousness hearing", "complaint dismissed", "complaint nolle pros.", "interlocutory appeal argued", "notice of appeal filed", and "motion to revise and revoke filed". Below these sections are three columns of dropdown menus labeled "Result", "Incarceration Status", and "Institution", each with three rows for "Offense A:", "Offense B:", and "Offense C:". There is also a "Disposition by:" dropdown menu. At the bottom right of the form are "OK" and "Cancel" buttons.

When submitting a legal service E-Bill with a billing status of Closed and a NAC type of criminal, murder, or criminal mentor, fill out the Criminal/Delinquency Disposition form. After completing the form and clicking the OK button a confirmation number will be issued for this bill. Following are the instructions for filling out this form.

Client Status

Select the appropriate status.

Reason for filing

Select the appropriate option. If you select the first option and your client obtained private counsel do not enter anything in the new NAC field.

Trial Route

Select all boxes that apply.

Section 13 - E-Bill Criminal/Delinquency Disposition

Result

For each offense on the NAC,⁸ select the result from the Result drop down list box.

Incarceration Status

For each offense on the NAC⁸, select, if necessary, the incarceration status from the Incarceration Status drop down list box.

Institution

For each offense on the NAC⁸, select, if necessary, the institution from the Institution drop down list box.

Disposition by

Select the mode of disposition from the Disposition by drop down list box.

When you have completed the disposition form, **PRINT THIS FORM.**

OK

Before you click the OK button make sure that you have printed this form. Click the OK button to continue submitting your E-Bill.

Cancel

Click this button to stop the submission process and return to the NAC Billing Information screen for the current NAC.

⁸ If the NAC has more than three offenses/charges, enter the three that have the most serious penalties.

Section 14 - E-Bill Appeals Disposition

Appeals Disposition - Microsoft Internet Explorer

Address: <https://www.cpcsebill.com/Ebill.asp?page=CheckBill.asp&callchain=Menu.asp,NacOverview.asp,SingleNac.asp>

**Committee for Public Counsel Services
Appeals Disposition**

Attorney Name: **JOHN DOE** NAC #: **c00000011**
Client Name: **test test** Docket:

Disposing court:

- ☐ trial court
- ☐ appeals court
- ☐ supreme judicial court
- ☐ federal district court
- ☐ circuit court of appeals
- ☐ supreme court

Trial route:

- ☐ appeal withdrawn
- ☐ settlement agreement / voluntary dismissal (civil appeals only)
- ☐ appeal dismissed
- ☐ mootness
- ☐ affirmed
- ☐ reversed
- ☐ reversed and remanded
- ☐ affirmed in part / reversed in part
- ☐ new trial motion allowed
- ☐ new trial motion denied
- ☐ federal habeas corpus petition allowed
- ☐ federal habeas corpus petition denied

When submitting a legal service E-Bill with a billing status of Closed and any of the appeal NAC types, fill out the Appeals Disposition form. After completing the form and clicking the OK button a confirmation number will be issued for this bill. Following are the instructions for filling out this form.

Disposing Court

Select the appropriate court.

Trial Route

Check all boxes that apply.

When you have completed the disposition form, **PRINT THIS FORM.**

OK

Before you click the OK button make sure that you have printed this form. Click the OK button to continue submitting your E-Bill.

Cancel

Click this button to stop the submission process and return to the NAC Billing Information screen for the current NAC.

Section 15 - E-Bill Mental Health Disposition

Attorney Name: JOHN DOE NAC #: c00000556
Client Name: fred jones Docket:

Disposing court:
☐ superior court
☐ district court
☐ probate court

Commitments:
☐ petition withdrawn prior to hearing
 ☐ client discharged
 ☐ conditional voluntary admission signed
 ☐ 3-day notice retracted
☐ discharged after hearing
☐ committed
 ☐ 6 months
 ☐ 12 months
 ☐ judicial review ordered
 ☐ other

Authorization to treat:
☐ client found competent
☐ client found NOT competent
 ☐ treatment NOT ordered
 ☐ client would refuse if competent
 ☐ less intrusive alternative available
 ☐ other
☐ treatment ordered
 ☐ review scheduled
 ☐ 3 mo ☐ 6 mo ☐ other
 ☐ expiration day set
 ☐ 12 mo ☐ other

OK Cancel

When submitting a legal service E-Bill with a billing status of Closed and a NAC type of Mental Health, fill out the Mental Disposition form. After completing the form and clicking the OK button a confirmation number will be issued for this bill. Following are the instructions for filling out this form.

Disposing Court

Select the appropriate court.

Commitments

Select the appropriate option.

- When you select **petition withdrawn prior to hearing**, also select one of the three sub-options.
- When you select **committed**, also select one of the four sub-options.

Authorization to treat

Select the appropriate option.

- When you select **client found NOT competent**, also select one of the two sub-options.

Section 15 - E-Bill Mental Health Disposition

- When you select the **treatment NOT ordered** sub-option, also select one of the three sub-options boxes.
- When you select **treatment ordered**, also select the appropriate option from the two sub-option boxes.

When you have completed the disposition form, **PRINT THIS FORM.**

OK

Before you click the OK button make sure that you have printed this form. Click the OK button to continue submitting your E-Bill.

Cancel

Click this button to stop the submission process and return to the NAC Billing Information screen for the current NAC.

Section 16 - E-Bill Children and Family Law Disposition

Attorney Name: JOHN DOE NAC #: c00000011
Client Name: test test Docket:

Type of petition:
☐ CHINS
☐ Care and Protection / DSS Custody / 23c
☐ dispensation of parental consent to adoption
☐ judicial consent for minors
☐ other

Disposition by:
☐ trial
☐ stipulation
open adoption agreement filed ☐
☐ petition allowed date
☐ petition dismissed date

Date of withdrawal of appearance:

Enter the dates when:

	Child 1	Child 2	Child 3	Child 4	Child 5	Child 6	Child 7
Child(ren) returned home	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adoption finalization (Completed by child's counsel)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Permanent guardianship	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child(ren) attained majority	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel

When submitting a legal service E-Bill with a billing status of Closed and a NAC type of Children and Family Law or Other Non-Criminal, fill out the Children and Family Law Disposition form. After completing the form and clicking the OK button a confirmation number will be issued for this bill. Following are the instructions for filling out this form.

Type of petition

Select the appropriate petition.

Disposition by

Check all that apply and provide additional information as indicated. Petition dismissed includes cases where the child returned home or attained majority (age 18).

Date of withdrawal of appearance

When applicable enter the date you withdrew from the case.

Section 16 - E-Bill Children and Family Law Disposition

Enter the dates when

For each child, the oldest being **Child 1**, enter the date of each applicable event.

When you have completed the disposition form, **PRINT THIS FORM.**

OK

Before you click the OK button make sure that you have printed this form. Click the OK button to continue submitting your E-Bill.

Cancel

Click this button to stop the submission process and return to the NAC Billing Information screen for the current NAC.

Section 17 - E-Bill Client Contact

Committee for Public Counsel Services
Client Contact

Attorney Name: **JOHN DOE** NAC #: **c00000556**
Client Name: **fred jones** Docket:

Client: ☐ parent ☐ children ☐ other Eligibility Reason:
Name: Care Provider:
Address:
City: State: Zip:

Date	Location	Duration
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Next Cancel

When submitting a legal service E-Bill with a NAC type of Children and Family Law or Non-Criminal, fill out the Client Contact form. After completing the form and clicking the OK button a confirmation number will be issued for this bill. Following are the instructions for filling out this form.

Client

Select the appropriate description of the client you are representing. If you select **Other** you must enter an eligibility reason in the Eligibility Reason field.

Name, Address, City, State, Zip

Enter the client's full name, address, city, state, and zip code in the corresponding fields. If the client's address needs to be kept confidential, please type "Confidential" in the address field and enter the city, state, and zip.

Care Provider

Enter the name of the care provider.

Section 17 - E-Bill Client Contact

Date

Enter the date you met with your client. If you have no client contact to report, enter the current date.

Location

Enter the location of the meeting. If you have no client contact to report, enter the words “No Client Contact”.

Duration

Enter the actual duration of the meeting in (hours: minutes) format. If you have no meeting to report you enter “0”.

You can enter only seven client meetings per submission per NAC.

When you have completed the client contact form, **PRINT THIS FORM.**

Next

Before you click the Next button make sure that you have printed this form. Click this button to continue submitting your E-Bill.

Cancel

Click this button to stop the submission process and return to the NAC Billing Information screen for the current NAC.